

DEPARTMENT OF HUMAN SERVICES
DIVISION OF JUVENILE JUSTICE SERVICES
POLICY AND PROCEDURES

Policy No.: 02-02	Effective Date: 12/03	Revision Date: 05/04
Subject: Instructor Certification		

I. Policy Statement

The Division shall ensure that instructors who train Division staff are competent to train in the field of instruction. The Training Unit shall certify Division instructors.

II. Rationale

The purpose of this policy is to ensure that Division staff receive expert and professional training.

III. Definitions

- A. An “expert” is a person with a high degree of skill or knowledge of a specific subject by virtue of education, experience, and recognized work.
- B. A “professional” is a person who is certified or licensed in a particular field.
- C. “Certification” is when the training unit reviews and accepts instructor qualifications.

IV. Procedures

- A. To be certified as an instructor by the Training Unit, an individual shall do one of the following:
 - 1. successfully complete an approved instructor course or training-of-trainers program and maintain certification by instructing at least once per year;
 - 2. be licensed as a professional in the field of the subject they are instructing;
 - 3. be accepted as knowledgeable and an accepted expert in the field by virtue of experience and recognized work in the area; and
 - 4. meet the DHS accepted standards as a trainer.
- B. Instructors shall be responsible to provide proof of their certification.
- C. All training instruction shall be in accordance with Division Policy and Procedures and legal requirements.
- D. Division staff intending to instruct shall be responsible for initiating certification as instructors and obtaining approval.

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V. Continuous Renewal

This policy shall be reviewed three (3) years from its effective date to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

This policy has been reviewed by the Division Administrative Team on this date, and is approved upon the signature of the Director.

Blake D. Chard, Director
Division of Juvenile Justice Services

Effective/Revision Date